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16 November 1964

MEMORANDUM FOR: ^{25X1} []

SUBJECT : Document Division Progress During FY 1965

1. The main objective of meeting our 24-48 hour schedule of processing receipts through our dissemination and indexing operations is being fulfilled. At the same time we are verifying the work to the extent necessary to insure consistency and uniformity in application of the dissemination and indexing requirements.
2. The personnel situation in the Indexing Section will become critical within the next several months unless we can get some replacements trained to fill the present and future vacancies.
3. We are furnishing a senior analyst in addition to a regularly assigned analyst to the Intellofax Reference Group (IRG) because of Library personnel difficulties. This will diminish the amount of indexing verification and supervision in the Indexing Section, but should orient the IRG toward the input consideration in the retrieval operation.
4. The specific progress made in meeting the DD objectives is as follows:

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- a) Provide manpower in support of the [] Project.

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As you know, [] plus three analysts from the Indexing Section have been assigned full time to the [] Project. In addition, clerical support, discussions and briefings have been given or held as appropriate.

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- b) The DARE System for Intellofax has been put into operation. The seven typists have been reassigned (3 to MD; 2 to [] 1 to BR; and 1 to IPI). The Indexing Section is entering any essential bibliographic information to the first pages, expanding the titles when necessary and handling the multiple source cases. The number of titles expanded during the first week of operation amounted to 17% of the total documents indexed. This is compared to 55-60% under the previous system.

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c) We are working out the details with MD for a systematic method of "intellofaxing" FDD Summary items under the DARE System and without microfilming. We should have a paper ready for your consideration before the end of 1964.

d) Our attempt to revise schedules in the Special Dissemination Section so as to cut down on the regular overtime work, has not, as yet, been successful because of our inability to find personnel who are willing to work odd hours during the regular work week.

e) We continue to develop ways to efficiently perform our tasks of dissemination and indexing. In the past few months we have completed the separation of the publications from the information reports. The [redacted] information reports and the FBIS "filmsies" are now handled as information reports rather than publications; all information reports are now receiving a "meaningful" document number; typed source cards are now prepared for all publications requiring same, rather than some with "DARE" cards and others with typed cards.

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Chief, Document Division

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